

ADN-4

13 December 1963

DD/ST# 2502-63

MEMORANDUM FOR: All Branch and Section Chiefs of Procurement
Division/OL
Chief, Support & Control Staff/PD/OL

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SUBJECT: Requisitions of Prime Importance from the Office
of Special Activities, DD/S&T

1. Requisitions from the Office of Special Activities, DD/S&T,
which are of prime importance will, upon receipt in the Procurement
Division, be delivered personally to the Chief, Procurement Division.

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2. These requisitions will be marked with the code word
[redacted] and will be given first priority action for all phases
of processing. Every effort will be made to expedite and accelerate
such requests, and where paper work cannot be completed in sufficient
time, verbal authorizations to the source involved will be given after
appropriate approval in accordance with existing procedures.

3. The Chief, Procurement Division will be kept informed on any
and all delays that may be encountered in the processing of such
requests. The Chief, Procurement Division will be responsible for
notifying the appropriate individual in the Office of Special Activities,
DD/S&T, whenever delays or problems are encountered.

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[redacted]
Chief, Procurement Division/OL

cc: Deputy Director for Support
Director of Logistics
Deputy Director of Logistics
Office of Special Activities,
DD/S&T [redacted] 3 copies

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Distribution:

- 1 - Ea. Addressee
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